

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
241-01 **Effective Date:**
05/09/2016

Subject:
Patrol Organization and Administration

Approved by:

A handwritten signature in black ink, appearing to read "ST. D. HEBBE".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish standards governing the organizational and administrative components of the Patrol Division.

POLICY:

It is the policy of the Farmington Police Department to organize and administer the Patrol Division to promote both optimal service to the community and efficient use of Departmental resources.

PROCEDURE:

Patrol Division Function:

The primary objective of the Patrol Division is the protection of life and property, preservation of the peace and the enforcement of federal and state laws and local ordinances. In order to accomplish these objectives the responsibilities of the Patrol Division shall include, but not be limited to, the following:

1. Conducting patrol directed toward the prevention of criminal activity and accidents, maintaining the public order and the identification of hazards or potential delinquency-causing situations;
2. Responding to calls for service in a timely and efficient manner;
3. Coordinating crime prevention programs promoting community security through cooperation with citizens;
4. Preliminary investigation of crimes and incidents;
5. Traffic direction and control as well as enforcement activities directed toward the reduction of traffic accidents;
6. Providing emergency services in emergency situations;
7. Developing and promoting police-community relations through efficient and courteous law enforcement services;
8. Reporting of information to appropriate departmental components in an accurate and timely manner;

9. Application of resources to specific problems or situations which may be improved or resolved by directed patrol activity.

Communication with Departmental Divisions:

Effective communication between the Patrol Division and other Departmental divisions is achieved through the exchange of information, goals and objectives ~~with those other divisions~~. This is accomplished by the following means:

1. Attendance by the Patrol Lieutenants to all Command Staff meetings;
2. Distribution of information either electronically or in paper form. This could include copies of offense and incident reports, teletypes, field interview forms, attempt to locate and information items, booking forms and other Departmental forms and reports.

Patrol Coverage:

The Patrol Division provides continuous patrol coverage on a 24 hour basis, every day of the week. Such coverage is accomplished by the deployment of four Patrol shifts and their respective components during the following hours of operation:

1. Shift One: 2200 hours - 0800 hours;
2. Shift Two: 0700 hours - 1700 hours;
3. Shift Three: 1630 hours - 0230 hours;
4. Shift Four: 1200 hours –2200 hours.

The shift coming on duty should be in service no later than 30 minutes after the beginning of their shifts. The shift going off duty is called in by the shift supervisor no sooner than 20 minutes prior to the end of their shift, unless there is not sufficient patrol coverage to handle calls for service or if otherwise instructed by the shift supervisor.

Shift Assignment and Rotation:

Shift assignments for the Patrol Division are determined by a bid process. The Patrol Lieutenants assigns a specific number of available positions and days off for the shift supervisors, and all other Patrol personnel. Personnel bid according to seniority, taking the next preferable position available. The Chief of Police can change the parameters of the bid process prior to or at the time of the bid.

Shift rotation is for six month duration. The bid process begins in late May for shift change in early July, and again in early December for shift change in early January.

The Chief of Police or designee has authority to assign or reassign patrol personnel to shifts and days off. The Administrative Assistant to the Chief of Police will send updated shift assignment and contact information for officers to the Communications Center as it changes.

Patrol District Assignment:

The City of Farmington is divided into patrol districts. Patrol Officers are assigned to a specific patrol district each shift to provide law enforcement services within each district.

Officers assigned to a specific patrol district have primary responsibility for providing law enforcement services within that area. Officers may leave their assigned patrol districts if they are dispatched, receive clearance from the dispatcher or shift supervisor, or advise dispatch during the course of performing any proactive patrol function.

Officers may be assigned as a roving unit if staffing permits. Those roving units may be assigned to a specific patrol district in which they are to concentrate most of their patrol duties, but which they are not restricted from leaving.

Patrol Supervisors:

Patrol Lieutenants, Sergeants and Corporals function in the position of shift supervisor. Patrol Sergeants and/or Corporals are normally in the position of first-line supervisor with direct responsibility and accountability for the actions of the employees operating under their immediate control.

Patrol Sergeants and/or Corporals are the first-line supervisors for the following personnel on each shift:

1. Shift One: Shift One Patrol Officers, and Canine Officers;
2. Shift Two: Shift Two Patrol Officers, Traffic Officers, Community Service Officers, Foot/Bicycle Patrol Officers, and Animal Control;
3. Shift Three: Shift Three Patrol Officers, Traffic Officers, Animal Control, and Community Service Officers.
4. Shift Four: Shift Four Patrol Officers, Animal Control, and Community Service Officers.

Patrol Shift Briefing:

At the beginning of each shift, a Shift Supervisor conducts a daily briefing session. The following tasks should be accomplished at these sessions:

1. Assignment of officers to patrol districts or assignment of any special duties;
2. Briefing of shift personnel on information regarding daily patrol activity utilizing the briefing board and the SJCSO Law Enforcement Intranet. Information disseminated includes items such as close patrols, attempt to locate and information items, wanted persons, stolen vehicles, major crimes or investigations, updated information on unusual situations, etc;
3. Conducting training on areas identified by shift supervisors or changes to Department policy or procedure.
4. Evaluating the readiness of all shift personnel through informal inspection;

5. Completion and distribution of the Shift Roster listing the following information:
 - a. On duty officers' names, R-numbers and patrol district assignments or call numbers;
 - b. Equipment used by on duty officers including police vehicle (unit) numbers;
 - c. Names and R-numbers of those officers on leave other than normal days off and the type of leave.
6. Distribution of the shift roster to the San Juan County Communication Authority,—and Police Administration.

Appearance at Court Proceedings:

Patrol personnel are not required to appear at arraignments in Municipal, Magistrate or District Court. The Charging documents are used in lieu of the officers' presence. Officers appear at all subsequent court proceedings as required by procedures established by the Patrol Lieutenants, or as required by subpoena service, or by notification by the Municipal Court Docket.

Patrol Vehicles - Markings:

Departmental vehicles used for routine patrol duties are conspicuously marked to ensure they are readily identified as Farmington Police Department vehicles. All Patrol vehicles are equipped with exterior mounted red and blue emergency lights on a roof mounted light bar or mounted in the area of the front grill facing forward and on the rear dash deck facing the rear, and a siren.

The markings for Patrol vehicles other than Community Service Officer vehicles includes the approved Departmental logo indicating "FARMINGTON POLICE" and the vehicle number on the rear.

Unmarked police vehicles are equipped with a siren and emergency lights that face the front and the rear.

Community Service Officer's vehicles are distinguished by the words "COMMUNITY SERVICE OFFICER" and reflective striping.

Patrol Vehicles - Equipment:

Departmental vehicles used for routine patrol duties are equipped with the following equipment in operational order:

1. Emergency lights as described above;
2. A siren, including a public address system;
3. A mobile radio transceiver capable of receiving and transmitting on all Farmington Police Department channels, and a computer docking station;
4. Exterior spotlights;

5. Alley lights (Vehicles equipped with a roof mounted light bar);
6. Equipment box;
7. Fire extinguisher;
8. First aid kit;
9. Blanket;
10. Road flares;
11. Reflective vest (Issued to individual officers and carried in the Patrol vehicle while on-duty).

It is the responsibility of the officer driving the unit to replenish supplies and equipment as needed by contacting the Quartermaster, who maintains a store of supplies. It is the responsibility of the shift supervisor to conduct inspections of all Patrol vehicles assigned to their shift, as outlined in policy and procedure 241-02, Patrol Operations, to ensure all of the above mentioned conditions are adhered to.

In addition, the following equipment is available to patrol personnel upon request and can be obtained by the Shift Supervisor:

1. Camera;
2. Fingerprint kit;
3. Materials for producing crime scene sketches including tape measure or roller tape and writing materials;
4. Materials for the collection and preservation of physical evidence.